

**Punjab Public Private Partnership Authority  
P&D Board, Government of Punjab**



**TENDER DOCUMENT  
For  
PROCUREMENT OF VEHICLES ON RENTAL BASIS  
(Technical Proposal)**

**Tender # PPP/2021-22/03**

**Date of Submission / opening of technical proposals:**

**Receipt of Tenders:**

15-11-2021 till 11:00 AM

**Opening of Tenders:**

15-11-2021 at 11:30 AM at

PPPPA, Cricket House, 20-A Shadman Jail Road,  
Lahore.



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Sign & Stamp of bidder

PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,  
GOVERNMENT OF PUNJAB  
CRICKET HOUSE, 20-A Shadman Colony, Jail Road, Lahore  
Phone # 042-99206425

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**Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

**Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

**Convener Procurement Committee**

Punjab Public Private Partnership Authority,  
Cricket House, 20-A Shadman Colony, Jail Road  
Lahore.



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## TERMS & CONDITIONS

Public Private Partnership Authority (*hereinafter referred to as "PPPPA*), Planning and Development Board, Government of the Punjab, intends to procure vehicles on **monthly rental basis model** as per specifications and quantity mentioned in this tender document, and invites sealed bids from eligible and experienced firms/companies (*hereinafter referred to as "Bidder"*).

### **General:**

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. **No offer shall** be considered if:
  - a) received without bid security.
  - b) received after the prescribed submission date and time.
  - c) not signed & stamped by authorized person on each page of tender document.
  - d) the offer is ambiguous
  - e) the offer is received by fax or e-mail
  - f) the offer is from a black listed firm
  - g) bid has a shorter validity than required
  - h) the bid is not conforming to the requirements in the tender documents
  - i) the bid has additional terms & conditions added by the bidder
  - j) any conditional offer
  - k) any un-authorized dealer/dealerships/firms/companies
  - l) bid is quoted other than the financial proposal format attached at **Annex-C**.
- 1.2 Well reputed firms/companies as mentioned in **Annex-A** are eligible to participate in the tender and also who fulfill all terms and conditions of this tender document.
- 1.3 The Procurement Committee will issue work/service orders to lowest responsive bidder.
- 1.4 Bids should remain **valid** for a period of **90 days starting from the date of the opening of tender** and should be quoted in Pak Rupees only.
- 1.5 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.6 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in **Annex-A, Annex-B and Annex-C** and who fulfill all terms and conditions of this tender document (Least Cost Method).
- 1.7 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.8 Offered rates including all applicable taxes will be on the basis of **complete monthly services package (inclusive of all applicable taxes)**.
- 1.9 Work/Service order will be issued by PPPPA after the approval of the Chief Executive Officer, Punjab PPP Authority

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- 1.10 PPPPA reserves the right not to award or cancel the tender without assigning any reason.
- 1.11 The bidder shall abide by all relevant laws enforced by the Government.
- 1.12 Any type and kind of litigation during the contract period shall be the sole responsibility of firm/company. PPPPA shall not be assisting or be a party in this regard what soever.
- 1.13 Concealment of facts will be sufficient reason for disqualification.

**2. Time Period Given to Bidder:**

Successful bidder will have to ensure provision of required vehicles in excellent condition within **Ten (10) calendar days** starting from the date of issuance of work/service order.

**3. Extension in Deliverance Period of Services:**

In special circumstances, request for extension of time period may be considered by the Chief Executive Officer, Punjab PPP Authority in response to the written request of the firm/company before the target date of deliverance of vehicles rental services who will be competent to either accept or reject the request of bidder without assigning any reason.

**4. Failure in Execution of Assignment:**

- 4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed.
- 4.2 PPPPA will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of vehicles on monthly rental basis and preparation of documents by the bidder.

**5. Payment to the Firms/Companies**

- 5.1 Payment will be made through crossed cheque to the bidder against invoice submission and its verification by **Manager (Administration), PPPPA.**
- 5.2 No payments shall be paid in advance. Partial payments will not be made. Rentals services payments will be made after completion of each month services and its subsequent verification from Manager (Administration).

**6. Bid Security:**

- 6.1 Bid security for procurement of vehicles on monthly rent basis will be **05%** of the estimated price. Bid security must be attached with Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of **Punjab Public Private Partnership Authority, Planning & Development Board, Government of the Punjab.**



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The bidder shall furnish the bid security as mentioned in the table below:

Sr. No.	Vehicles for Hiring on Monthly Rental Basis	Estimated Cost of Procurement till 30-06-2022	Bid Security (5%)
2.	Three (03) Cars Car Corolla GLi Model 2019-2020 (1300cc) for 7 months' time	24,00,000/-	120,000/-

6.2 Bid security of unsuccessful bidders shall be returned on expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder may be returned on the submission of Performance Guarantee. The performance guarantee shall be retained till contract period.

6.3 The bid security shall be forfeited if:  
a. The offer is withdrawn, amended or revised.  
b. Does not provide rental services within stipulated time.

**7. Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/ SROs etc. Bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

**8. Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules,2014.

**9. Technical Evaluation Criteria:**

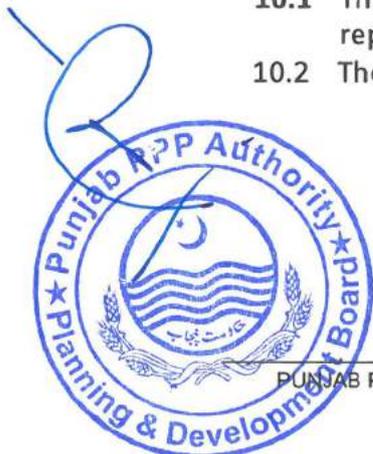
The detailed technical evaluation criteria (PASS/FAIL criteria) is given at Annex-A.

**10. Financial Evaluation Criteria:**

10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) along with technical bids on same date.

10.2 The **Least Cost Method** will be adopted for financial evaluation.

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## 11. **Bid / Tender opening procedure:**

The bidding / tender opening procedure shall be **single two stage envelope** bidding procedure. The bidder/s shall adopt the bidding procedure in prescribed manner as directed in Punjab Procurement Rules 2014 amended up to date.

11.1 The technical and financial proposal shall be evaluated in a manner prescribed in **Annex-A, Annex-B and Annex-C**, along with other terms and conditions mentioned in this document. Any proposal may be rejected which does not conform to the specified requirements / specifications;

11.2 During the evaluation no amendments in the proposal shall be permitted;

After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee in manner prescribed in Punjab Procurement Rules 2014 amended up to date and final results will be announced in the form of Bid Evaluation Report.

## 12. **One person one bid:**

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

## 13. **Joint Venture / Consortium**

Joint ventures / consortiums are not eligible for this tender.

## 14. **Performance Guarantee**

14.1 The Service Provider must submit the performance security in the shape of Bank Guarantee at the rate of **05%** of the total contract value for the contract period. Performance Security should be provided within **ten (10) working days** of the issuance of relevant work order / Letter of Acceptance. In case the bidder having been notified of the acceptance of the LOA/Contract by the Procurement Committee, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the bidder.

14.2 In case of extension by the Chief Executive Officer, Punjab PPP Authority, the bidder shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.

14.3 Performance guarantee shall be retained by the PPPPA for a period of one year or the expiry of the contract (**30-06-2022**) whichever is earlier. In case of extension in the service contract upon satisfactory performance on same terms and conditions, the bidder shall have to submit a new Performance guarantee for extension period.

**Note:** Bidders must fill-up checklist / tables in **Annexure-A, Annexure-B & Annexure-C** and attach copies of required documents along with tender document.

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**TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)**

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and attach relevant documents.

Sr. No.	Item Name			Yes/No	Page #
1.	Bid security for the security services will be <b>05% of the estimated price</b> in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Bid in original.				
	Sr. No.	Description	Estimated Cost of Procurement till 30-06-2022		
2.	2.	Three (03) Cars Car Corolla GLi Model 2019-2020 (1300cc) for 7 months' time	24,00,000/-	120,000/-	
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate				
3.	Copy of valid PRA registration certificate and copy of Sales Tax Registration No.				
4.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.				
5.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.				
6.	Affidavit on judicial paper of Rs. 100/- regarding non- involvement in any arbitration/litigation with any government agency/department stating that the firm/company is <b>not blacklisted</b> .				
7.	Firms/companies must have at least Five years (05) years verifiable experience of provision of vehicles on rental basis to private Multinational Firms/Companies or Government Departments/Authorities/Companies. The bidder must attach copies of valid service orders reflecting 05 years of experience of providing vehicles on rental basis (Attach Service Orders containing valid address and contact numbers of clients).				
8.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies).				
9.	Certification on judicial estamp paper duly attested by notary public that vehicles that will be provided to PPPPA shall not be used in any crime, illegal activity and that the vehicle is cleared from all law enforcement agencies.				

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### Technical Requirements

Sr.	Vehicle Type	Qty	Requirements
1.	Car Corolla GLi Model 2019-2020 (1300cc) for 7 months' time	03	Five-Seater air-conditioned chauffeur driven vehicle with excellent interior, exterior condition. Vehicle engine must be of excellent mechanical condition. New approved standard tires fit for long route/field visits. Vehicles <b>shall not be accidented</b> and shall have an appearance of a brand-new vehicles. No paint should be chipped off from the vehicle with no scratches on doors, bumpers etc.

### Specific Terms and Conditions

1. A Service Lease Agreement containing mutually agreed detailed terms and conditions and the conditions mentioned in this tender document will be signed between the Punjab Public Private Partnership Authority and the Successful Bidder.
2. The Punjab Public Private Partnership Authority will provide fuel (Petrol) to rented vehicle subject to completion of vehicle log book and its verification by Manager Administration, PPPPA. The vehicle log book shall be maintained by the Punjab Public Private Partnership Authority and shall be the property of PPPPA. Based on official assignments, meetings etc fuel (Petrol) will be provided for local and field visits within Pakistan.
3. The Punjab Public Private Partnership Authority shall not pay and provide any insurance of vehicles, any damage incurred to vehicles, any type of mechanical expenses, any wear and tear and any road accident expenses.
4. The Punjab Public Private Partnership Authority shall not provide any routine maintenance of vehicles and shall be the sole responsibility of Successful Bidder.
5. The Punjab Public Private Partnership Authority **shall not provide any food, accommodation, any type of salary or welfare to the Successful bidder chauffeurs.**
6. All chauffeurs shall be well experienced with proven driving skill set. Furthermore, there shall not be any type of criminal record of chauffeurs.
7. All chauffeurs must have a valid CNIC, Driving License issued from Competent Authority of Government of Pakistan or Government of the Punjab as the case may be.

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8. Aforementioned vehicles rental based services will be required for Current Financial Year CFY 2021-2022 till (30-06-2022) . The rental services may be extended for a period of further six (06) months subject to requirement on existing terms and conditions and existing quote of successful bidder.
9. PPPPA reserves the right to **cancel the rental services** of aforementioned vehicles upon **fifteen(15) days written notice to Successful Bidder** in light of requirement. The cancellation notice can be for a single vehicle or two vehicles or all vehicles as per requirement and need of PPPPA.
10. It is the sole responsibility of successful bidder to provide the cars and chauffeurs that are insured for crime, theft , life as the case may be. PPPPA shall not provide any legal or financial assistance/ payment in respect of crime, theft of vehicle or life insurance of chauffeurs.



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## BIDDER INFORMATION

Name of Firm/Company:	
Complete Postal Address:	
Phone:	
Contact Person:	
Designation:	
Cell Number:	
E-Mail:	
Fax Number:	
National Tax Number:	
GST Number:	



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**Punjab Public Private Partnership Authority  
P&D Board, Government of the Punjab**



**TENDER DOCUMENT  
FOR  
PROCUREMENT OF VEHICLES ON RENTAL BASIS  
**(Financial Bid)****

**Tender # PPP/2020-21/03**

The Sealed Financial bids of **only technically responsive** bidder/s will be opened on the date and time that will be communicated in due course of time. Sealed Financial Bids of technically non-responsive bidders will be returned un-opened after completion of necessary codal formalities.

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**FINANCIAL BID PROFORMA****QUOTE RATES ON ONLY THIS PRESCRIBED PROFORMA OTHERWISE BID WILL BE REJECTED**

Sr.	Item	Qty	Specifications	Rate per item	Total Monthly Amount in PKR
1.	Car Corolla GLi Model 2019-2020 (1300cc) for 7 months' time	03	Five-Seater air-conditioned chauffeur driven vehicle with excellent interior, exterior condition. Vehicle engine must be of excellent mechanical condition. New approved standard tires fit for long route/field vists. Vehicles <b>shall not be accidented</b> and shall have an appearance of a brand-new vehicles. No paint should be chipped off from the vehicle with no scratches on doors, bumpers etc.		
<b>TOTAL MONTHLY QUOTE OF THE BIDDER INCLUSIVE OF ALL APPLICABLE TAXES</b>					

**Terms and Conditions for Financial Bid**

- i. Financial bids should be all inclusive.
- ii. The Procurement Committee will consider total quote of bidder and will issue service/work orders to lowest responsive bidder.
- iii. Lowest financial bid will be considered of **only technically responsive bidder**.
- iv. Bidder shall fill this proforma, otherwise their bid will be **straight away disqualified**.
- v. Financial bid will be **non-responsive** if:
  - a. Offer is ambiguous and fabricated
  - b. Offer not according to the terms and conditions prescribed in tender document.
  - c. Quoted priced is other than Pakistan Rupees.

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